

## Appendix C.10 – Sample FGP/SCP Letter of Agreement for In-Home Assignments



### Letter of Agreement for In-Home Assignment

The **ABC Foster Grandparent Program/Senior Companion Program** has been asked by \_\_\_\_\_ to place  
(Volunteer Station)

\_\_\_\_\_ in the home of  
(Name of FGP/SCP volunteer)

\_\_\_\_\_  
(Name) (Address)

The following services are approved by the volunteer station and SCP staff and will be performed by the FGP/SCP volunteer: \_\_\_\_\_

The volunteer may not be paid for their services. They may not do custodial work or work normally performed by a paid worker.

The Volunteer Station Supervisor for this assignment is: \_\_\_\_\_

The FGP/SCP volunteer is requested to serve: \_\_\_\_\_  
(Day(s) of the Week)

from \_\_\_\_\_ to \_\_\_\_\_  
(Approximate Service Schedule)

*Volunteer services may be terminated by the sponsor at any time upon request of any of the undersigned parties.*

Signed: \_\_\_\_\_  
Sponsor Representative Date

\_\_\_\_\_  
Volunteer Station Representative Date

\_\_\_\_\_  
Person Served or Legally Responsible Person Date